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UNCLAS SECTION 01 OF 02 MADRID 003072

SIPDIS

FOR EUR/EX/PER-MARIE PYLE AND EUR/WE

E.O. 12958: N/A

TAGS: [APER](#) [AMGT](#) [ASEC](#) [SP](#)

SUBJECT: SPRING 2005 INTERN PROGRAM

REF: STATE 162896

1. In response to REFTEL, Spain wishes to participate in the Spring 2005 Intern Program.

2. Pertinent data is outlined below in the order requested:

A. Number of interns requested:

Embassy Madrid - seven - one for the Political Section, two for the Management Section, two for Public Affairs and two for the Consular Section.

Consulate General Barcelona - two - one for Political/Economic Affairs and one for Public Affairs.

B. A 3/3 level of Spanish is required for all interns except for the IM/MGT intern for whom Spanish is preferable but not required. All interns are required to work a full time 40 hour/week schedule. Barcelona Public Affairs requires at least a 3/3 level of Spanish. Fluency is required for Political/Economic Affairs.

C. Other special selection criteria: It is preferred for the Public Affairs Cultural Affairs intern to have previous study/living in Spain. The Consular Section interns will be working with the public and must be able to work full time. Barcelona prefers that its Political/Economic Affairs intern have a background in economics, politics or international relations. The intern for Public Affairs should have background in international relations, journalism, and basic knowledge of Spanish culture, society and history.

D. Sections of assignment:

Embassy Madrid - Political, Management, Public Affairs and Consular Sections.

Consulate General Barcelona - Political/Economic Affairs, Public Affairs

E. Name and title post intern contact:

Madrid - Jose Salces, Human Resources Specialist  
Telephone: 011-34-91-587-2328, fax 011-34-91-587-2229  
E-mail address: salcesj@state.gov

Barcelona - Josefina Guitart, Administrative Assistant  
Telephone: 011-34-93-675-4285, fax 011-34-93-205-7764  
E-mail address: guitartj@state.gov

F. Specific duties/projects:

MADRID:

Political Section - help update the annual human rights report and work on other political topics/projects.

Management Section - One intern will be assigned to the Information Management (IM) section. The intern will help implement an improved quality management program by assisting unit managers in drafting quality service manuals and operational procedures and policies documentation which are compatible with guidelines set forth in ISO 9000 publications relating to acceptable information technology industry standards. The other intern will assist various management subsections with a variety of projects. Some of these are: conduct a comprehensive analysis of privileges and immunities for USDH employees. Evaluate space allocations and use in the chancery. Analyze work processes and draft SOPs. Review and revise Management policy notices. Update web design.

Public Affairs - The intern assigned to the Media Relations Office will be asked to do regular press work consisting of press releases, media reaction, reading the newspapers and selecting clips and regular office duties. The intern in the Cultural Affairs Office will do regular cultural related work: research through internet, help on special programs, updating of lists

and regular office duties.

Consular Section - while working in the Visa Units and the American Citizen Services Unit, the interns will screen and provide visa information to applicants and provide assistance and information to American citizens abroad. Interns will also work on special projects such as evaluating and coordinating public information disseminated through embassy and State Department web sites, printed material and caller information services.

#### BARCELONA

Political/Economic Affairs - intern will be responsible for gathering economic and political data for both regular and occasional reports. Will assist with quarterly economic reports, compilation of biographical data, etc. Intern will also review various news sources (Aragon, Balearic Islands, Andorra, etc.) and gather information as necessary.

Public Affairs - Regular presswork, reading the newspapers, selecting clips and drafting op-eds. Support the Information Resource Center research work through the Internet; support specific PA projects (particularly speaker programs); and regular office duties.

**1G. Housing:** Madrid and Barcelona cannot repeat cannot provide housing. Estimate of living expenses is as follows: meals and incidentals are similar to Washington, D.C. Lodging expenses can vary from 450 U.S. dollars/month if an adequate room is found in a family home to 2,800 U.S. dollars/month for a fully furnished apartment in the city. Please note that it is difficult to rent a moderately priced apartment in the city for a less than a six-month period.

**1H. Visa requirements:** none for a stay of less than ninety days. If an intern is coming to Spain also to study, a student visa should be obtained from the Spanish Embassy or Consulates in the U.S.

**13.** Thank you very much for your assistance. Manzanares